



Finance Manager

Town of Frederick, Colorado

The Community

Frederick's growing population of approximately 8,500 residents enjoys a community that has a rich heritage and a bright future. When it was incorporated in 1907, the Town of Frederick included only a few hundred residents associated with the local coal mines. However, over the past several years with its proximity to the Denver metro area and other population,



employment, and education centers, Frederick has experienced dynamic growth. It is projected that this growth will continue. The community's comprehensive plan anticipates that at full build-out within 30 years, Frederick's population will swell to between 60 to 80 thousand residents.

The Town of Frederick contains 645 acres of town-owned parks and recreational open spaces; 69.8 miles of roadways; over 3,000 utility customers with water, electric, solid waste and recycling, and stormwater drainage accounts; 13 square miles of annexed land area; and 26 total square miles within its comprehensive planning area. While much of the Town's population commutes to various occupations in the Boulder and Denver areas, Frederick boasts a diverse, solid, and growing mix of its own employers with over 2,000 primary jobs in areas such as biomedical, building materials, renewable energy, healthcare, manufacturing, education, automotive, retail, and professional services.

The Town has a relatively young, family-oriented population with an average resident age of 31 years and an average household size of 2.9. While the intense acceleration of growth within the community has slowed recently as a result of the global economic recession, Frederick continues to process development proposals and dozens of permits for new homes and businesses. This growth and development continues to demand a nimble and professional municipal organization that can respond proactively to the expectations of the community.

The Organization

The Town of Frederick operates under the council-manager form of government, which provides for a professional executive appointed by and responsible to the elected Town Board of

Trustees. Derek Todd was appointed as the Town Administrator in 2005 and oversees a staff of approximately 50 employees within five departments including Administrative Services, Engineering, Planning, Police, and Public Works. The Town has a total budget of roughly \$40 million that is divided into 17 funds. The general fund makes up \$4.9 million of that amount and supports the general operations of the organization.

Because of the dynamic nature of the growing community, the organization has also evolved over the past several years to reflect the professional management style that is expected by the current residents. Within the past few years some of the new systems and guiding documents that the organization has implemented include an updated comprehensive plan; an updated financial accounting and general management software system (Caselle); a policy and protocol manual, including an ethics policy; an updated personnel policy; a professional and standardized records retention program; formalized policies for financial investment and asset management; a standardized and market-based compensation, job analysis, classification specification, and appraisal system; media interaction standards; the creation of various municipal utilities; a credit card acceptance program for customer payments; a manual of design standards and construction specifications; a revised land use code; a downtown development plan; and the beginnings of a parks master plan. Staff is also constantly in the process of updating the website, community newsletter, press release efforts, and other means of communicating with the public. To explore the organization further, please visit the Town's website at www.frederickco.gov.



The Position

The Finance Manager is a restructured position that has been developed as part of a recent re-organization meant to increase operational and position-specific efficiencies within the organization. Reporting to the Administrative Services Director, this position will provide for the management of all financial and accounting for the Town. The Finance Manager is a highly responsible, professional position that is tasked with the overall management and direction of the Town's Finance programs and activities. Considerable independent judgment, initiative, and personal integrity are essential for this position.

While the Finance Manager will work on a highly professional team within the leadership of the Administrative Services Department and currently has one staff person to assist in the duties of the Finance Division (Utility Billing Clerk), this position will be required to work independently on many management- and technical-level projects and on-going and day-to-day responsibilities. The Finance Manager will also assist with the management of the Town's multi-million dollar investment portfolio, the management and development of the organization's annual budget process, revenue and expenditure auditing, financial reporting, assistance with the management of various on-going professional services contracts and information technology projects, the coordination of various major initiatives, and other special assignments.

The chosen candidate will be a creative and intuitive decision maker with proven experience as a high-performing team player with exceptional interpersonal, communication, and listening skills. The individual selected must also possess the highest



integrity and ethical standards with political sophistication and the ability to think quickly, logically, and accurately. Additionally, the successful candidate will value and espouse flexible and collaborative internal and external customer service abilities and have the skill to effectively handle conflict with courteousness and composure. It is also

essential for the Finance Manager to be very familiar with the best practices of financial management and reporting, be creative, visionary, and have a strong work ethic. This position will also require an individual that is experienced in supervising and interacting successfully with a broad range of personality types and assisting the organization and the department to operate at an optimum level of performance.

Position Requirements

The individual selected for this position must have five years of proven ability in financial management within a municipal organization of moderate size and complexity. A Bachelor's degree in Accounting, Finance, or a related field from an accredited college or university is also required. Experience in employee supervision, budget management, and the administration of enterprise-wide accounting management software is highly desirable. Possession of a Master's degree in Accounting or Finance and/or the possession of a current Certified Public Accountant license is also desirable.



Compensation

The current annual salary range for this position is \$64,329 to \$77,195, with a starting rate of up to \$70,762, depending upon the qualifications of the selected individual. The Town also offers competitive employee benefits including:

4% match in a 457 deferred compensation plan

Insurance coverage for employee and dependents, including medical, dental, and vision

Employee life insurance

12 paid holidays

Vacation and sick leave

Recruitment Process

To apply for this career opportunity, please send your application, resume, and cover letter to the Town of Frederick Human Resources Division using any of the following three methods :

Email: bostler@frederickco.gov

Fax: 720-382-5520

Address: PO Box 435, Frederick, Colorado 80530-0435

All applications must be received no later than March 19, 2010, at 5:00 PM. Please do not hesitate to contact the Town of Frederick Human Resources Division directly at 720-382-5552.

Search Schedule

- Application filing deadline: March 19, 2010
- Application screening: March 22-26, 2010
- Interview Process: April 6, 2010

These dates have been confirmed and it is recommended that you plan your calendar accordingly.